

**Kick-Off Meeting of the
Urban Certification Ad Hoc Work Group
CALFED Water Use Efficiency Program**

FINAL GROUND RULES

(Revised based on 2/28/02 Ad Hoc Work Group meeting and subsequent e-mail review)

Participants involved in the Ad-Hoc Work Group on Urban Certification agree to the following Ground Rules, detailed below.

1. **Mission.** The purpose of the Ad Hoc Work Group is to engage in discussions that will assist the Water Use Efficiency (WUE) Program Manager in meeting the following CALFED Record of Decision (ROD) commitment: “By the end of 2002, CALFED Agencies will implement a process for certification of water suppliers’ compliance with the terms of the Urban Memorandum of Understanding (MOU).”
2. **Roles and responsibilities.** As an “Ad Hoc Group” established by the WUE Program Manager, the Urban Certification Ad Hoc Work Group will provide feedback on single text CALFED staff drafts on the topic of urban certification. The function of the meetings is to exchange facts and information and to elicit advice from individual attendees. Obtaining consensus or collective advice is not an objective. While the Ad Hoc Work Group will remain the primary sounding board for development of an urban certification process, the WUE Program Manager may elect to discuss the evolving drafts with other outside stakeholders as well.
3. **Participation and representation.** The Ad Hoc Work Group will consist of a standing body of individuals representing diverse interests and perspectives that will provide input toward developing a well-informed urban certification process. Ad Hoc Work Group meetings will be open to the public. Public comment will take place at designated times during the meetings. Members of the public are also subject to the ground rules for personal conduct detailed below. Refer to the attached listing of Ad Hoc Work Group participants and selection criteria.
4. **Commitment to Process.** The parties will make a good faith effort to inform CALFED efforts to develop an effective urban certification process. To that end:
 - The personal integrity, values and legitimacy of the interests of each participant will be respected by other participants.
 - Every participant is responsible for communicating his or her interests and for fully disclosing pertinent information on issues under consideration. Everyone will participate; no one will dominate. Commitments will not be made lightly and will be kept.
 - Participants commit to participating regularly and in person (if possible) and to being well informed on the issues under discussion. For the sake of maintaining continuity, the use of alternates is strongly discouraged.
 - Participants are not required to “deliver” the full support of their organizations. Participants nevertheless agree to informally vet ideas developed in the Ad Hoc

Work Group with their respective constituencies and share this feedback with the Ad Hoc Work Group.

- Participants agree to keep one another informed regarding discussions in other forums that may impact the Ad Hoc Work Group’s deliberations.

5. Meeting Schedule. In order for the CALFED WUE Program Manager to produce a detailed draft certification framework for timely consideration by the CALFED Policy Group, participants agree to meet in-person approximately every three weeks. The Ad Hoc Work Group deliberations are expected to conclude by the end of May 2002. The Program Manager may request that participants caucus or assemble in “drafting teams” during the interim periods as necessary. “Drafting teams” may include the participation of external stakeholders as deemed appropriate by the Ad Hoc Work Group. Meeting times and locations will be selected to facilitate maximum participation. Meetings will take place on the following dates.

Date	Time	Location
Thursday, March 21	11 a.m. – 4 p.m.	Sacramento
Thursday, April 11	9:30 a.m. – 4 p.m.	Sacramento
Tuesday, April 30	9:30 a.m. – 4 p.m.	Los Angeles
Thursday, May 30	9:30 a.m. – 4 p.m.	Sacramento

6. Work Products. The Ad Hoc Work Group will assist in the development of two primary work products: 1) an “Agreement in Principle” around the major elements of an Urban Certification process by April 2002, and 2) a detailed draft certification framework by May 2002. The WUE Program Manager will be responsible for preparing the written, recommended approach.

At the conclusion of the Ad Hoc Work Group’s deliberations, CALFED staff will prepare a proposed urban certification framework for discussion with other CALFED stakeholder groups and the CALFED Policy Group. In doing so, it will highlight areas of stakeholder agreement as well as identify and explain divergent views.

7. Support for the Ad Hoc Work Group. CALFED will provide the following support to facilitate Ad Hoc Work Group deliberations.

- Tom Gohring, the WUE Program Manager, will serve as convener for the Ad Hoc Work Group and will be responsible for producing iterative drafts to guide discussion.
- David Mitchell will be responsible for providing technical support to assist the Ad Hoc Work Group in its deliberations.
- CONCUR will facilitate the Ad-Hoc Work Group’s discussions, capture the range of views expressed, synthesize results, and prepare post-meeting summaries. CONCUR will work with the Program Manager and David Mitchell to ensure that all necessary background materials are provided to help support the deliberations in a timely manner. Meeting materials for discussion will be distributed at least one week prior to the meeting dates.

Urban Certification Ad Hoc Work Group Participants

Below is a listing of the proposed representation on the Urban Certification Ad Hoc Work Group. The Ad Hoc Work Group consists of urban water suppliers, environmental organizations, and relevant CALFED agencies and partners. This will be a standing group, although meetings will be open to the public to enable interested stakeholders to track and comment on discussions.

CALFED has relied on the following selection criteria to identify Ad Hoc Work Group participants: 1) strong, effective advocates familiar with the issues and willing to think outside the box; 2) collaborative problem-solvers focused on interests, not positions; and 3) individuals capable and willing to participate consistently. As well, CALFED is committed to ensuring that the Ad Hoc Work Group is geographically balanced. It also is attempting to minimize overlap with representation on the Water Use Efficiency Subcommittee.

Urban Certification Ad Hoc Work Group Participants	
Urban Water Suppliers	
Bill Jacoby	San Diego County Water Authority
Doug Wallace	East Bay Municipal Utility District
Ed Thornhill	Metropolitan Water District
Chris Dundon	Contra Costa Water District
Hossein Ashktorab	Santa Clara Valley Water District
Joe Berg	Municipal Water District of Orange County
Mary Lou Cotton	Castaic Lake Water Agency
Rich Plecker	Fair Oaks Water District
Kirk Brewer	Southern California Water Company
Environmental Organizations	
Roberta Borgonovo	League of Women Voters – CA
Ed Osann	Consultant to NRDC
Lynn Barris	Butte Environmental Council
Fran Spivy-Weber	Mono Lake Committee
Dana Haasz	Pacific Institute
Conner Everts	Public Officials for Water and Environmental Reform
CALFED Agencies/Partners	
Tom Howard	SWRCB
Pending	CPUC
Luana Kiger	DWR
Lucille Billingsley	USBR
Mary Ann Dickinson	CUWCC